

Marine Corps Air Station Iwakuni, Japan

Provost Marshal's Office

Marine Corps Air Station, Iwakuni, Japan

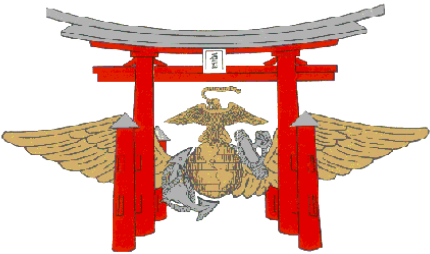


Procedures for Reporting Administrative Disposition of

Marine Corps Air Station Iwakuni, Japan

Incident/Complaint Reports

04 May 2009



Marine Corps Air Station Iwakuni, Japan

Background



- IAW the Marine Corps Law Enforcement Manual, the ADMINISTRATIVE DISPOSITION of cases is a primary function within the cradle-to-grave concept of the DON's law enforcement information system
- NCIS and CID "hand-walks" all cases from start to finish
- Military Police reporting minor incidents normally associated with misdemeanor cases through Incident/Complaint Reports or ICRs rely on Commands to report final disposition (Administrative Disposition) to PMO

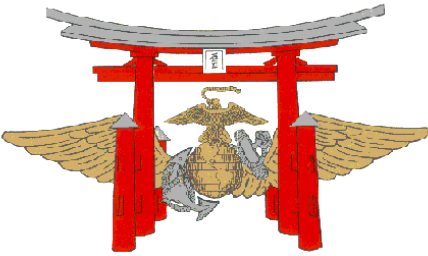


Marine Corps Air Station Iwakuni, Japan

Purpose



- To fulfill the requirements of DODI 5505.11 and SECNAVINST 5580.1
- To ensure administrative disposition/adjudication of person(s) who are found guilty or not guilty in offenses are properly recorded
- To provide the most accurate and complete information of the disposition of cases for future reference/purposes such as other investigations, Release of Information related to FOIA Requests, and Local Background Checks



Marine Corps Air Station Iwakuni, Japan

Command Action



- Once an Incident/Complaint Report (ICR) is received from PMO, please refer to the last paragraph of the ICR cover page for reporting final disposition requirements to PMO

04 May 2009

United States Marine Corps Provost Marshal's Office MCAS Iwakuni, Japan

Incident Complaint Report

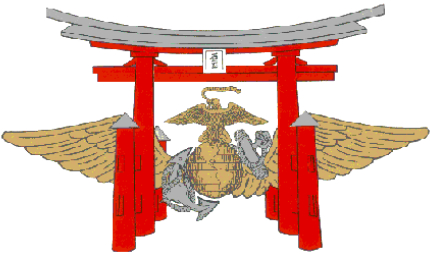


WARNING

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This report is a chronological record of Military Police activity developed from complaints or information received and the actions resulting there from. They are not adjudication's attesting to the guilt or innocence of any person. All entries are deemed LIMITED DISTRIBUTION and should only be distributed/divulged on a Need-To-Know basis. Full reports of the incidents will be available to commands within 10 days, except for those with special circumstances. Contact PMO Admin at 253-3848 for assistance.

Per DODI 5505.11 and SECNAVINST 5580.1, specific offenses require submission of fingerprints and final disposition to the Federal Bureau of Investigation (FBI) via the Naval Criminal Investigative Service (NCIS). **Per DODI 5505.11 and SECNAVINST 5580.1, Commanding Officers are required to notify PMO when a military judicial or non-judicial proceeding is initiated or when no command action is taken. Additionally, Commanding Officers are required to notify PMO of the final disposition of such military judicial**



Marine Corps Air Station Iwakuni, Japan

Command Action



- Upon completion of administrative disposition, please inform PMO, MCAS Iwakuni via Naval Letter

Marine Corps Air Station



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION IWAKUNI, JAPAN
PSC 561 BOX 1861
FPO AP 96310-0019 [j1]

IN REPLY REFER TO:
5800 [j2]
CODE
Date

From: Commanding Officer, Appropriate Unit
To: Provost Marshal, MCAS Iwakuni, Japan
(Attn: Services Officer)

Subj: DISPOSITION LETTER ICO (Name and rank of Subject)

Ref: Military Police report #/ Incident # (at top of Report)

1. On (Date of Incident), Sgt Snickerdoodle was apprehended by Military Police for Domestic Assault. I have carefully reviewed this incident and determined no administrative or legal action is warranted. This matter is closed.

2. Any questions pertaining to this matter can be directed to MAJ Donald Duck (or Appropriate Contact) at DSN 253-xxxx.

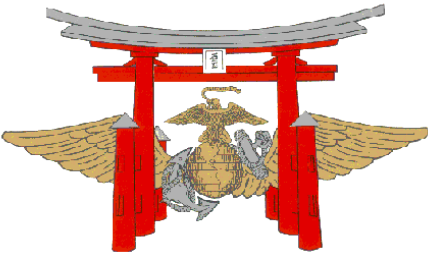
I. M.

COMMANDING OFFICER

[j1] Applicable unit letter head.

[j2] Unit code and date.

04 May 2009

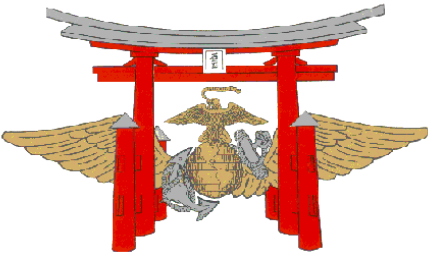


Marine Corps Air Station Iwakuni, Japan

Command Action



- After PMO receives the Administrative Disposition signed by the unit commander, Sections XI and IX will be entered into the Consolidated Law Enforcement Operating Center (CLEOC) and Department of the Navy Criminal Justice Information System or DONCJIS once it formally comes on-line in late 2009 or early 2010, replacing CLEOC
- The Naval Letter submitted by the Command reporting Administrative Disposition will be scanned and filed with the ICR



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CLEOC

Section XI and IX



- PMO will enter the Administrative Disposition data into the highlighted fields and it will become a part of the permanent record within CLEOC ⁷

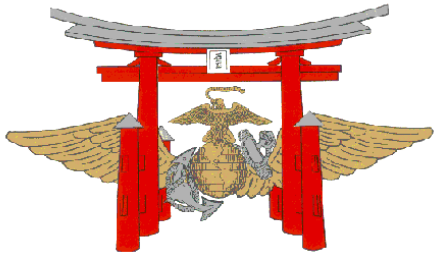
SECTION XI. ADMINISTRATIVE DISPOSITION			
Victim/Witness Notification		Investment Status	Date Closed
0 Victims Notified	0 Witnesses Notified	PROSECUTION EXERCISED	DDMMYY
Released To/Assessed By:			
Distribution:			

- A synopsis of the report given to us by the command will then be entered by PMO into the Narrative section of the report (Section IX) as seen highlighted below.

SECTION IX. NARRATIVE
Chronological order of the events that took place on the date in question.
On DD MMM YY, Military Police received a Command Disposition Letter regarding this incident, which stated that no administrative or legal action was warranted.

Marine Corps Air Station Iwakuni, Japan

04 May 2009



Marine Corps Air Station Iwakuni, Japan



***Any inquiries, please contact the
Provost Marshal's Office***

MCAS Iwakuni, Japan

DSN: (315) 253-4730/3278

“...keep our honor clean”

Marine Corps Air Station Iwakuni, Japan